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# 1364 Council Meeting Minutes

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***September 4, 2008***

**Prepared by:** Micheline Casey, Program Manager for HB-1364, OIT

**Meeting Attendees:**

Stacey Kirk	Judicial
Susan Lin	AG
David Loewi	DOR
Chuck Noll	DOC
Mike Shea	SOS
Mike Weber	OIT
Joan Vecchi	DOR
Stephen Hooper	DOR/STRAC
Beth Martin	HCPF
Brian Van Sickle	DORA
Rose Ramirez	DPS
Mike Armbruster	CDOT
Debi Erpenbeck	CDA
Prasanna Bennabhaktula	CDHS
Rick Dakin	DGWG
Bill Betts	University of Colorado, Denver
Dan Domagala	CDE
Ben Garcia	CDLE
Bob O'Doherty	CDPHE
Mark Krudwig	DOLA
Neil Tillquist	DOR
Marty Fry	CDA
Micheline Casey	OIT

**I. 1364 Council Meeting Welcome**

- a. Council participants were reminded to verify content to include templates for data collection on the project portal. The Program manager identified several new documents posted to the portal for use by the participants as guidelines and best practices.
- b. The Program Manager reminded participants that 1364 Council Meetings would be conducted in accordance with open meeting guidelines published on the project portal by the Assistant Attorney General.
- c. To accommodate open meeting notice, the meeting dates, times and location will be published on the OIT web site.

## **II. Introductions**

- a. New council members were introduced and returning members identified themselves. The council meeting was open to the public, one attendee from the public (Bill Betts, University of Colorado, Denver) was in attendance.

## **III. Action Items from Kick-Off Meeting**

- a. During a review of the minutes from the Kick-Off Meeting, the following recommended changes were received:
  - 1. Mike Weber and Steve Hooper were added to attendee list.
  - 2. In section VII, Data Collection, add a deadline of October 30th
- b. The council charter was reviewed by several members but several members requested more time to complete their charter review. The Program Manager requested all members to complete their review of the charter by Friday September 5<sup>th</sup> and to provide comments by end of business on September 5<sup>th</sup>.
- c. The Program Manager indicated that a final council charter would be published prior to the next meeting on September 18, 2008.
- d. The council received a request to consider adding a requirement to maintain citizen privacy during data sharing as an objective of the council. The council unanimously agreed.
- e. While the Technology Committee Chair added that all technology template input is due by October 30, 2008 on the templates provided on the project portal, the Program Manager indicated that a legal template to identify regulations that may impact the council recommendations on data sharing also be submitted on templates provided on the project portal not later than October 30, 2008.
- f. Subcommittee Assignments will be finalized today. The following are the Subcommittee Chair assignments:
  - i. Technology Committee                      Mike Armbruster, CDOT
  - ii. Business Committee                        Guy Mellor, CDOT
  - iii. Legal Committee                            Susan Lin, AG

## **IV. Subcommittee Guidelines**

- a. Objectives and Responsibilities for the three subcommittees were reviewed
- b. Subcommittee guidelines presented by the Program Manager were accepted by council participants.
- c. Members of the DGWG recommended that the Business committee recommendations include both organization structure and process modifications as part of the budget impact analysis.
- d. Council participants identified 3<sup>rd</sup> party service providers and connections as being a significant risk to consider. The technology committee agreed to consider 3<sup>rd</sup> party connections from an architecture perspective and the legal committee agreed to review 3<sup>rd</sup> party data sharing from a legal and regulatory perspective.
- e. Council participants identified the need to add a data collection column to the legal data collection template for agency input on how regulatory compliance requirements could introduce barriers for data sharing in addition to identifying the regulations for data protection.

## **V. Systems Baseline Updates**

- a. The technology Subcommittee chair requested that inputs be submitted to the portal with the following naming convention: Agency Name/ System Name / file name and or version
- b. A Frequently Asked Questions (FAQ) document will be posted to the project portal to aid in agency completion of data collection templates.

**VI. Data Governance Working Group presentation**

**VII. Action Items/Next Steps**

- a. Future meetings will include only 30-45 minutes of council business and then break up into subcommittee meetings to provide up to 90 minutes for participants to focus on deliverables.
- b. With permission from the CIO, the DGWG will publish a list of regulatory compliance requirements that impact the ability of agencies to share data. The list was developed as part of a non-comprehensive search of data privacy and information security regulations that could impact the DGWG.
- c. The minutes were approved as amended.

**VIII. September/October Meeting Logistics**

- a. September 18<sup>th</sup>, CDE, 1560 Broadway, Denver
- b. October 2<sup>th</sup>, CDOT Regional HQ in Golden
  - i. The October 2<sup>nd</sup> meeting will conflict with the CIMA manager meeting at Copper Mountain.
  - ii. The Program Manager will consider rescheduling or cancelling this meeting pending the progress made on the council activities between the September 4<sup>th</sup> and September 18<sup>th</sup> meeting.

**IX. Meeting Adjournment**